



CITY OF HOUSTON

Job Posting

|                             |                                    |
|-----------------------------|------------------------------------|
| Applications accepted from: | ALL PERSONS INTERESTED             |
| Job Classification          | ASSISTANT DIRECTOR (EXE LEV)       |
| Posting Number              | PN# 107864                         |
| Department                  | Health & Human Services Department |
| Division                    | Environmental Health               |
| Section                     | Division Administration            |
| Reporting Location          | 7411 Park Place Blvd.              |
| Workdays & Hours            | M - F, 8 a.m. - 5 p.m.*            |
| *Subject to change          |                                    |

**DESCRIPTION OF DUTIES**  
Plans, directs, organizes and coordinates all program activities, including technical support, human resources, and operational guidelines for a division/department of City government.

- CORE FUNCTIONS**
- Manages Division and oversees the supervision of Division employees comprised of Bureaus of Air Quality Control, Occupational Health and Radiation Control, Public Health Engineering, Consumer Health Services, Children's Environmental Health, and Animal Regulation and Care.
  - Manages divisional operations to ensure effective coordination, information flow and policy compliance.
  - Develops and recommends plans, policies, and programs designed to improve divisional efficiency and effectiveness.
  - Directs and coordinates within the division the implementation of policies and procedures in compliance with City Charter and ordinance requirements.
  - Oversees and monitors divisional budget of approximately \$20 million in general and grant funds with approximately 300 employees.
  - Supports the development and implementation of environmental policy.

**WORKING CONDITIONS**  
The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Business Administration, Public Administration or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Seven (7) years of administrative experience are required, with at least three of those years in a managerial capacity. A Master's degree may be substituted for two years of experience.

**MINIMUM LICENSE REQUIREMENTS** None

- PREFERENCES**
- Prior environmental experience and an understanding of state and federal environmental regulatory entities.
  - The ability to build quality performance and capacity within a large and diverse workforce.
  - Excellent communication skills and teamwork skills.
  - The ability to initiate and actively support partnerships with regional environmental stakeholders.
  - Preference will be given to applicants with a degree in Environmental Health.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☒ Yes ☐ No  
This position is not subject to random drug testing, however if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION** **GENERAL FUNDED POSITION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
Salary Range - Pay Grade 32  
\$3,184- \$4,110 Biweekly \$82,784 - \$106,860 Annually

**OPENING DATE** December 14, 2005

**CLOSING DATE** Open Until Filled

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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